



## Day of Caring 2014 Application



**Please return the application no later than July 25, 2014.**  
You will be notified by August 15<sup>th</sup> if you have been assigned to a team.

***Note: You will need to bring your own snacks and lunch on the Day of Caring.***

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ ☐ County of Sonoma ☐ City of Santa Rosa

Department: \_\_\_\_\_ Division/Program: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Skills: \_\_\_\_\_

Please check two boxes below based on your skills and interests:

- ☐ Minor construction, home repair, maintenance
- ☐ Painting – Graffiti Removal
- ☐ Painting – Exterior and/or Interior of Buildings
- ☐ Cleaning home/residence, interior maintenance
- ☐ Parks trail clearing
- ☐ Gardening, landscaping

Is there a particular type of activity you would prefer **not** to do and/or any special needs?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*We will do our best to accommodate special needs, but cannot guarantee that a request will be met. There is no option to self-select your team or assignment.*

☐ **Team Leader** - We're looking for a few good leaders for Day of Caring projects. Check this box if you are interested in helping the Day of Caring program in a leadership role. Technical trade skills not necessarily required. The Team Leader is responsible for team coordination and organization of work on site, and may be required to do some pre-evaluation of the project site.

Have you participated in a previous Day of Caring? ☐ Yes ☐ No

In what capacity? \_\_\_\_\_

If selected to participate, what size T-shirt would you like? ☐ Small ☐ Medium ☐ Large ☐ XL ☐ XXL ☐ XXXL

I am interested in participating in the Day of Caring, **Wednesday, September 10, 2014 from 8:00 am-4:00 pm**. I have discussed this one-day reassignment with my supervisor. I understand much of the work involves outdoor physical labor. I am prepared to serve in this way. I have no known medical problems that might interfere with my ability to perform the duties I have checked above.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City and County Employees - Return application to Sylvia Lemus  
Email: [Sylvia.Lemus@sonoma-county.org](mailto:Sylvia.Lemus@sonoma-county.org), Fax: 707-565-3770, Courier: Sonoma Co. HR Department

***Return by July 25, 2014***

Questions? Missed the deadline? Call Sylvia at 565-1702.



## 2014 Day of Caring

*County of Sonoma & City of Santa Rosa Employees Join Together!*

**Wednesday, September 10, 2014 - 8:00 a.m. to 4:00 p.m.**

8:00 a.m. Kick-Off and Rally

8:30 a.m. Volunteers leave for their assignments with their team (water provided)

### What is it?

On Wednesday, September 10, 2014, the County of Sonoma and City of Santa Rosa will partner with United Way of the Wine Country to hold our annual Day of Caring event. On this day of service, County and City employees are reassigned to work on a variety of projects for deserving clients, nonprofit agencies, and project from our own programs. Endorsed by the Board of Supervisors and in partnership with the City of Santa Rosa, participating employees will begin the day with a Kick-Off Rally at from 8:00 to 8:30 a.m. Volunteers travel to assigned work sites at 8:45 a.m.

### The Purpose

The involvement of County of Sonoma and City of Santa Rosa employees in the United Way Day of Caring allows for helpful contributions to be made that strengthen our community, provide valuable services, and enhance community programs. The purpose of this event is to create team building and community spirit, extending public services further into our neighborhoods. This year the projects will be aligned with county-wide efforts that combat homelessness and other pervasive issues of poverty.

### History and Success

This is the 15th Annual Day of Caring that County of Sonoma and City of Santa Rosa employees will work together as teammates. In 1999 Sonoma County received the Community Spirit Award in recognition of the campaign activities and for employee participation and enthusiasm. Each year the event has grown in volunteer involvement. A County volunteer said about the event, "People worked well together and worked hard. It was a great day." We hope to have 400 County and City volunteers to make this year another success!

### What do the volunteers do?

Volunteers work hard, often on outdoor projects that improve conditions in parks or remove graffiti. They clean up around building sites; perform minor construction, paint, and landscape. Each year, a few home projects for elderly or disabled clients of County services and local non-profit agencies are also included. See the application form on the reverse side for examples of skills needed. Cross-departmental teams with a City/County mix will be formed and assigned to various work sites throughout the community.

### What happens if I volunteer?

You are encouraged to volunteer! If you are approved to participate by your department, you will be paid your regular pay and benefits for this day as if you were still at your usual job. Your day will start off with a kick-off rally at the front of the County Administration building, where you will enjoy a light breakfast and coffee, and some music to prepare your for the energetic day ahead!

### How do I participate?

Fill out the application and get your supervisor and/or department head's signature. After you have been approved by your department, **applications for both City and County employees should be faxed or emailed to Sylvia Lemus (Sylvia.Lemus@sonoma-county.org)**. Volunteers will be assigned their team and site location based on the skill boxes checked. Teams will be made up of both County and City employees from diverse departments and programs. Please sign-up early, especially if you are volunteering to be a Team Leader. If there are more applicants than positions, those who have not participated in the past will be given priority over applicants who've participated in prior years. Thank you for considering this important opportunity.

***Application On Reverse***